

Vacancy Announcement #P00-295 CRJ

VACANCY ANNOUNCEMENT

POSITION: Program Assistant (Office Automation), GS-344-05/6/7

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Management
Administrative Programs Division
Washington, DC

NOTE: Security Clearance Required

OPENING DATE: August 9, 2000 **CLOSING DATE:** August 29, 2000

**AREA OF
CONSIDERATION:** Bureau-Wide

MAJOR DUTIES: This position is located in the Administrative Programs Division (APD). The incumbent may be assigned to work in the APD or one of the operating Branches within the APD. The incumbent provides assistance on projects and assists in the preparation of reports and other written materials (e.g., briefing papers, directives, and procedural instructions). The incumbent assists in the review of the automated budget system and existing budget process to find ways to improve effectiveness. Makes suggestions on how budget reports can be simplified or consolidated. Extracts and gathers pertinent information from a variety of sources. The incumbent assembles, compiles, consolidates, summarizes and presents information for inclusion in complex reports. Reports are reviewed by higher-level personnel. Researches specific aspects of projects as directed. The incumbent assembles, compiles and consolidates information into appropriate format. Prepares documents in final form, ensuring that all material complies with prescribed policy and regulations. Provides administrative program support and prepares a variety of reports, correspondence, tabulated information, memoranda and other documents. Evaluates operating procedures and makes recommendations concerning administrative processes involving coordination within the office, and identifies more efficient procedures including the set up of files and review of correspondence.

QUALIFICATION REQUIREMENTS: All applicants must have one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show that the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of the announcement.

For the GS-5 level: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service or four years of education above high school.

For the GS-6/7 level: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

SPECIALIZED EXPERIENCE: Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

EVALUATION METHODS: All applicants will be evaluated and given points on relevant experience, formal college level education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On a separate sheet of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of analytical and budgetary guidelines, procedures, and precedents in order to provide support required for assignments, assist in the evaluation of information gathered; and to recommend solutions to problems within assigned areas.
2. Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of office automation software such as database, spreadsheets, and word processing in order to complete various documents and to maintain automated databases.
3. Knowledge of administrative management and support requirements in order to assist in the evaluation of current office procedures, establish the most efficient procedures and to make recommendations to improve work processes.
4. Ability to communicate orally in order to provide technical information, guidance, and advice; and to share and obtain information.
5. Ability to communicate in writing in order to compose justifications and correspondence, and to prepare reports and similar written documents.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
 - ☐ A pre-employment drug test is required.
 - ☐ A pre-employment background investigation is required.
 - ☒ Incumbent must be a U.S. citizen.
 - ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
 - ☐ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
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GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

HOW TO APPLY:

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, grade and vacancy announcement of the vacancy for which you wish to be considered.
 2. Full name, social security number and mailing address.
 3. Daytime and evening telephone numbers.
 4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
 5. Average hours worked for each position if other than 40 hours per week.
 6. Name, location and date of high school and college attended.
 7. Type of degree, if any, date received, major/minor field of study.
 8. Relevant training: course titles, dates, number of hours and institutions.
 9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
 10. Clear identification of U.S. citizenship.
- B. Additional information/completed forms should be submitted, if checked:
- ☒ Written response to the Supplemental Experience Statement.
 - ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
 - ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
 - ☐ College transcripts of lists of college courses.
 - ☐ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.
 - ☒ OPM Form 306, Declaration for Federal Employment.
 - ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
 - ☒ Current/former Federal employees - SF-50 reflecting competitive status.
 - ☐ Applicants with disability or veterans eligible for non-competitive appointment; provide appropriate documentation.
 - ☐ Current Notice of Results.
 - ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
 - ☒ Self-certification for typing proficiency.
 - ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION: If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You must:

1. Still be employed by the Treasury Department, and the date of the notice has not expired.
2. Submit a copy of the RIF or CES separation notice along with your application.
3. Apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
4. Have a current (or last) performance rating of record of at least fully successful or equivalent.
5. Currently be employed by Treasury in the same commuting area as the position for which you are requesting priority consideration.
6. File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
7. Be rated well qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (I-CTAP). If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (I-CTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, Standard Form 50, Notification of Personnel Action (SF-50), stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice (You must submit a copy of your SF-50 stating you were separated by RIF.); or
 - 2) Separated because of compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you. (You must submit a copy of a letter from your former agency certifying that it could not find employment for you in the agency within 1 year after being on workers' compensation.); or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated (You must submit: a copy of the OPM letter stating that your disability annuity is being terminated because you have been certified as fully recovered or your earnings have reached or exceeded the amount requiring cancellation of your annuity **AND** a copy of a doctor's statement certifying that you are fully recovered and ready to return to work.); or
 - 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF. You must submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"; or
 - 5) Retired under the discontinued service retirement option (Submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"); or
 - 6) Were separated because they declined a transfer of function or directed reassignment to another commuting area. (You must submit a copy of your SF-50 indicating that you were separated because you declined a transfer of function or directed reassignment to another commuting

area); **OR**

-5-

B. Be a former Military Reserve or National Guard Technician who is receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code. (You must submit a copy of your eligibility letter from the National Guard or Military Reserve.)

- 1) Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
- 2) Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 3) Occupy or have been displaced from position in same local commuting area of position for which you are requesting priority consideration.
- 4) File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation)
- 5) Be rated well-qualified for the position (to be well-qualified, you must meet the mid-level range of the crediting plan for all factors).

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Position Management Branch, Room 4350
Attention: Cheryl Jenkins
650 Massachusetts Avenue, NW
Washington, DC 20226
(202) 927-8630
Telecommunications Device for the Deaf (TDD): (202) 927-7941

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS, CALL (202) 927-8423.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.